

NONRESIDENT BAIL LICENSE FINGERPRINTING CHECKLIST

- Please request a **FBI FD-258 fingerprint card** from the Department using the attached form and take to your state police or local sheriff's office to process your fingerprints. Prints may also be taken digitally and transferred to this card. Allow at least six weeks for fingerprint processing, once you forward fees and card; the license renewal cannot be completed until we have received the background report.
- Return the completed fingerprint card to the Idaho Department of Insurance at the address shown below along with a check or money order in the amount of \$65 and the enclosed **Request and Release** form.
- You may renew your license online through www.nipr.com or www.sircon.com/idaho. Cost to renew is \$60 plus vendor fees, which can be paid with credit card. Mail FP card, request & release form and check in the amount of \$65 made payable to Idaho Department of Insurance to the address below for separate processing.
- Paper renewals may be processed through our website mail-in renewal portal. Cost to renew by paper is \$80. Check or money order must be sent with form and made payable to Idaho Dept of Insurance. Send FP card, request & release form and mail-in renewal form with fees (total of \$145) to:

Idaho Department of Insurance
700 W State St Fl 3
PO Box 83720
Boise Idaho 83720-0043

Questions? Please contact us at 208-334-4339 or agent@doi.idaho.gov.

C.L. "BUTCH" OTTER
Governor

State of Idaho
DEPARTMENT OF INSURANCE

700 West State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0043
Phone (208)334-4250
Fax (208)334-4398
Website: <http://www.doi.idaho.gov>

WILLIAM W. DEAL
Director

**Per Rule 18.01.04: requirement to fingerprint at time of renewal
for Bail agents:**

I am a **non-resident** Bail Agent of Idaho

Please forward an **FBI FD-258 hard card** for my use to obtain local prints. I will return with fees for processing an FBI background check in connection with the renewal of my Idaho Bail license. My information is as follows:

Name: _____
(please print)

Bail License # _____

Mailing address: _____

Phone: _____

Email: _____

Signature: _____

This form can be faxed to 208-334-4398 or emailed to agent@doi.idaho.gov.

Please be sure to obtain a non-resident Bail renewal packet from our website for further instructions: www.doi.idaho.gov under **Bail** pages.

ATTENTION

FINGERPRINT REQUIREMENTS

THE FBI WILL NO LONGER PROCESS FINGERPRINT CARDS THAT HAVE BEEN FOLDED, HIGHLIGHTED, OR CONTAIN INK OF A COLOR OTHER THAN BLUE OR BLACK.

THEREFORE, THE IDAHO DEPARTMENT OF INSURANCE WILL NO LONGER ACCEPT A FINGERPRINT CARD THAT HAS BEEN FOLDED, HIGHLIGHTED, OR CONTAINS INK OF ANY COLOR OTHER THAN BLUE OR BLACK.

THE FBI REQUIRES THAT THE FINGERPRINT BE TAKEN ON FORM FD 258 AND WILL NOT ACCEPT A CARD THAT IS DATED **OVER 180 DAYS** FROM THE DATE THEY RECEIVE THE CARD.

State of Idaho
DEPARTMENT OF INSURANCE

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WILLIAM W. DEAL
Director

Request and Release - CHRI

I, the undersigned, in connection with my application for licensure by the Idaho Department of Insurance, have submitted a set of my fingerprints for the purpose of accessing and reviewing Idaho and national criminal history records that may pertain to me. In the event that any information contained therein is considered by the Department of Insurance as grounds for denial of my license application, I hereby authorize and request the Department of Insurance to send a copy of my criminal history report containing criminal history record information (CHRI) to me at the address below.

The Idaho Department of Insurance and any other entity, individual, or governmental agency providing information or records in accordance with this authorization is hereby released from any and all claims and liability for any and all damages or acts that may arise following any release permitted herein, and I agree to hold harmless the State of Idaho and all employees or agents thereof.

I further acknowledge that I have been provided with a copy of the FBI Privacy Act Notice.

Please print:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

By: _____
(signature) (date)

Please forward this signed request to the Department of Insurance by mail, by fax to 208-334-4398, or by email to agent@doi.idaho.gov. We must have this completed and signed document in our hands before releasing your criminal history report. Please contact us with any questions at the email address provided.

NOTE: This request must be completed and signed by the person identified in the criminal history report. The requested report may only be sent to the person identified in the report at the postal address provided above and will be sent via certified mail, which will require a signature in order to receive it. Alternatively, it can be picked up in person with this completed form and valid government-issued photo identification. We cannot send this report via email or fax.

(Request and Release - CHRI; last revised 05-2011)

Equal Opportunity Employer



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from **(Enter Agency Name Here)** that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website.

http://www.isp.idaho.gov/identification/crime_history/FrequentlyAskedQuestions-CriminalRepository.html.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do ☐ do not ☐ want a copy of the Privacy Act Statement.

Signature of Applicant

Date

700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Dec-11

Federal Bureau of Investigation Privacy Act Notice

Authority: The FBI's acquisition, preservation, and exchange of information requested by this form (FBI Applicant cards or FD-258) is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

Routine Uses: The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoptive checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s), of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

State of Idaho
DEPARTMENT OF INSURANCE

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FAX # (208)334-4398

WILLIAM W. DEAL
Director

July 2013

RE: BULLETIN 11-05, BAIL AGENTS

Enclosed please find Bulletin 11-05 outlining the newly legislated bail license requirements.

Of particular importance is the requirement to re-fingerprint at the time of renewal. To allow time for processing before your bail license expires, we recommend having your fingerprints done a minimum of six weeks prior to the expiration of your license.

Keeping your contact information up-to-date with the Department will ensure that important renewal and CE notices reach you. Renew your license online up to 45 days prior to your expiration, and fax your fingerprint receipt along with any supporting documentation needed for renewal to 208-334-4398. Your renewal will be processed after the background check has been completed and returned to the DOI. Instructions for fingerprinting are enclosed. The attached form has been updated to reflect a fee change from ISP.

Please also visit our website, www.doi.idaho.gov, for further details under DOI Rules, IDAPA Rule 18-01-04.

Call 208-334-4339 or email agent@doi.idaho.gov if you have questions about this process.

Best regards,

PRODUCER LICENSING
Idaho Department of Insurance

C.L. "BUTCH" OTTER
Governor

State of Idaho
DEPARTMENT OF INSURANCE

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WILLIAM W. DEAL
Director

BULLETIN NO. 11-05

DATE: June 23, 2011
TO: Bail Agents and Surety Carriers That Provide Bail Bond Contracts
FROM: William W. Deal, Director
SUBJECT: IDAPA Rule 18.01.04 (Bail Rule)

The purpose of this bulletin is to remind bail agents and surety carriers that the 2011 Legislature approved a new rule issued by the Department relating to permitted bail practices in the State of Idaho. **IDAPA 18.01.04** became effective April 7, 2011. All persons involved in the business of bail in Idaho should carefully review this rule. The full text of the rule is available through the Department's website at www.doi.idaho.gov, by clicking on the link to rules.

Following is a brief summary of the pertinent sections of Rule 18.01.04:

Section 012: A bail agent must notify the Department of changes of name address, appointment and affiliation.

Section 013: Criminal background checks are required for bail agent license renewal.

Section 014: Stacking of bail bonds is prohibited.

Section 015: A bail agent is required to notify the surety within ten days from the date a Notice of Forfeiture is received by the agent from the court.

Section 016: Charges and fees outside the scope of Idaho Code Section 41-1042 must be negotiated separately after the bail bond has been effectuated, and collateral accepted in connection with the bail bond transaction is to be used only for reimbursement of penal amounts paid to the court by the surety.

Section 017: If a bail agent extends credit for the payment of bail premium, the arrangement must be documented by a written agreement that includes, at a minimum, the names of the parties, the premium amount financed, the per annum rate of interest, the schedule of payments and signatures of all parties.

Section 018: Explains that for purposes of Idaho Code Section 41-1329(6), liability for payment of a forfeiture is “reasonably clear” if a defendant has not appeared or has not been brought before the court within one hundred eighty days after the entry of the Order of Forfeiture or a motion to set aside has not been filed within five business days after expiration of the one hundred eighty days.

The above descriptions are provided only as summaries of the new requirements. Agents and sureties involved in the business of bail in Idaho are expected to be familiar with all the requirements of **IDAPA 18.01.04**, as well as the applicable statutory requirements of **Title 41**, Idaho Code. Persons with questions regarding this bulletin should contact the Department of Insurance at (208) 334-4250.

Bail Agent Information

Please keep this document

Sections 41-1037 through 41-1045, Idaho Code, provide requirements for the regulation of bail agents, in addition to the general requirements of producers under Chapter 10 of Title 41. Please also consult IDAPA Rules 18-01-04 – Rules pertaining to Bail agents. A bail agent is licensed in the line of surety insurance and is authorized by an insurer to execute or countersign undertakings of bail in conjunction with judicial proceedings.

License

- This license is the property of the state of Idaho and is issued to the bail agent, who is responsible for it.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, you must return a notarized Loss of License Affidavit (in lieu of the actual license) to this department immediately pursuant to Idaho Code 41-1027.

Address Changes

- Idaho Code §41-1008(6) and IDAPA 18-01-04 state that all producers must inform the Department of Insurance within 30 days of any change of address or contact information. Please go to <https://pdb.nipr.com/ACR/SignIn> to report a change of address.
- Per Idaho Code §41-1009 (3), if you have a state-to-state change of address, you must be licensed in the new domicile state before submitting this change of address to Idaho. Submit this change by paper using the form from our web site. Business entities please use our business address change form. Fax to 208-334-4398 or scan and email to agent@doi.idaho.gov. No fee is required for this service.

Bulletin 11-05, IDAPA Rule 18.01.04 Bail Rules

- Please read the attached bulletin outlining the update to Bail rules. Be sure to research the full version of this rule on our website under Laws/Rules/Bulletins. Bail statutes can be found in the same place under Idaho Code, Title 41, Chapter 10, Sections §41-1037 – 1045.

License Renewals

- Licenses are issued for two years. Individual licenses expire at the end of the birth month. Agency licenses expire on the first day of the month following date of issue. **You are responsible for the timely renewal of your license.** You will receive a courtesy **"notice to renew"** postcard approximately 6 weeks prior to your renewal date. You do not need to receive this notice in order to renew your license. Please go to www.nipr.com or www.sircon.com/idaho to renew online or to www.doi.idaho.gov to renew by paper anytime within the 6-week period prior to expiration. **NEW!!! Both Resident and Non-resident Bail agents are now required**

to fingerprint for every renewal, in addition to completing all other renewal processes. Click on the appropriate license type for renewal packets: Resident or Non-resident. **Fingerprint results take anywhere from three to six weeks, so be sure to do this well in advance of your expiration. We cannot renew the license without a background report from ISP.** To speed up the administrative process, fax *receipts* given you at the time of fingerprinting to the Department of Insurance/licensing section at 208-334-4398 or scan and send to agent@doi.idaho.gov. Be sure to explain in a cover sheet that this receipt is sent in connection with a Bail Agent renewal and provide your license or NPN number as an identifier.

- Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee. NOTE: Appointments are terminated once a license is lapsed and must be resubmitted when the license is reactivated.
- Mail-in renewal fees are \$80. Online renewal fees are \$60 plus the vendor processing fee.
- Online renewal is available up to 45 days prior to the expiration date.

License Reinstatements

- If you fail to renew prior to the expiration date, your license may be reinstated. Please use the appropriate reinstatement form from our web site and submit with the appropriate fees. Contact us if you need assistance or have questions about the fees.
- Reinstatement fee is \$160. Residents will pay a CE penalty for CE completed after the expiration date. See the CE information sheet or contact us.
- No online Reinstatement is available for Bail licenses at this time.
- Reinstatements will require new original bond or confirmation letter from Surety that bond is still active, along with a paper appointment form completed by the Surety and provided with the reinstatement form.

Continuing Education Requirements

- Resident producers please see the attached CE information sheet.
- CE is automatically downloaded by providers and must be in system before a renewal can be processed.
- Business entities and non-resident bail agents are exempt from the CE requirement.

Reporting of Actions

You must report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per §41-1021, and we encourage you to use the **NIPR Reporting of Actions Warehouse** at www.nipr.com as a convenient means to post your documents and explanations in order to report to Idaho and any state in which you are licensed.

Company Appointments or Agency Registrations

- Bail agents may not act on behalf of a surety insurer unless they become an appointed agent of that insurer.
- Business entities are required to register at least one Idaho-licensed bail agent.
- New appointments can be processed electronically through NIPR or Sircon, or by paper submitted to the Department by the Carrier.
- Loss of all appointments will automatically cancel a bail license.
- Appointments are terminated once a license is terminated.

License Reactivation

- [Click here to download a Bail Reactivation Packet.](#)

Bail Agent/Agency Bond

- Per Idaho Code §41-1040, the bail agent must file and maintain a surety performance bond in the amount of \$15,000 in favor of the Director of the Idaho Department of Insurance. If your bond is cancelled, you will receive notice from the Department. If the bond is not replaced before the cancellation date, the license will be terminated.

Contact Information

Attn: Licensing Section

Idaho Department of Insurance

700 W State St Fl 3

PO Box 83720

Boise, ID 83720-0043

Email: agent@doi.idaho.gov

Web Site: www.doi.idaho.gov

Phone: 208/334-4339

Fax: 208/334-4398

Sign up on our Web site to receive the Department's latest news, notices and bulletins.

To **search your license record** on our website, click [here](#). Enter the license number or your name, select the license type (either company or individual) and click on *search*. This record will display expiration date, active appointments, business address and business phone, license and NPN numbers. There is no fee for this service.

To **track your CE status** on our website, go to the continuing education page and click on [Individual CE Transcript Inquiry](#). Click again on Individual CE Transcript Inquiry and follow the prompts to retrieve your personal CE record.

To **print a license** on our website, click [online services](#) and then select [Print a License](#). Enter the license number and your current email address and click submit. This copy will reach you via email as an attachment. There is no fee for this service.

Questions? Contact us through the means listed above.